



Department of Health and Human Services
Maine Center for Disease Control and Prevention
286 Water Street
11 State House Station
Augusta, Maine 04333-0011
Tel: (207) 287-2070; Fax: (207) 287-4172
TTY: 1-800-606-0215

Policy for Using Actual Community Population

PURPOSE: This policy is used to determine if a water system serving 10 to 14 service connections meets the criteria of a Public Water System (PWS).

SCOPE: This policy only applies to water systems serving 10 to 14 service connections. It addresses specifically the evaluation of a system with 10-14 services connections serving Community population, yet provides references on how to evaluate systems with 10-14 service connections serving Transient population, Non-Transient Non-Community population, or a combination of populations.

ORIGINATOR/OWNER: Roger Crouse/Nate Saunders

BACKGROUND: The Safe Drinking Water Act (SDWA) defines a public water system (PWS) as any system that serves 25 or more people or 15 service connections for 60 or more days per year. In the State of Maine as with most states determining the actual population served by a public water system can be complicated. Constant reporting from water systems and verification from the Drinking Water Program (DWP) would be necessary to determine the actual population of each system.

In the 1990's, the DWP developed a "Multiplication Factor" Policy (DWP0084) for determining a calculated population for public water systems. This policy assumes a fixed number of persons per each connection, unit, seat, etc. In the case of most community water systems, the DWP used the 1990 Census data of 2.6 persons per household (rounded down to 2.5 to simplify the calculation) to calculate the population of a community water system. A water system with 100 connections would then have a calculated population of 250 persons.

When determining if a water system met the minimum criteria as a Public Water System, the calculated population would be used to determine if the system had the minimum 25 persons. This formula resulted in community systems with 10 or more service connections being classified as public water systems, due to the calculated population equaling 25 or more.

Determining the population for a Non-Transient, Non-Community (NTNC) water system is the general exception to calculating a population. In the case of NTNC systems, the actual population is used most of the time.

The dilemma faced by the DWP is that some small community water systems have an actual population of less than 25 persons and less than 15 service connections (10 to 14).

DEFINITIONS:

Community Systems (C): A public water system, which serves at least 15 service connections, used by year-round residents or regularly serves at least twenty-five year round residents. (Year round is defined as permanent residence greater than six months.)

RESPONSIBILITIES: Field Inspectors are responsible for working with water system owners who choose to use this policy, using policy details provide here.

POLICY: The following represents an alternative method to allow community water systems (10 to 14 service connections) to petition the DWP to use an actual population count rather than the calculated population. This policy is intended to enable systems with 10-14 service connections to not meet the criteria for being a public water system as a result of not having 15 service connections or a population of 25 people served. This policy only applies to systems with a total of 10-14 service connections of any type: temporary, seasonal, or full year; this policy is not applicable to public water systems with a total of 15 or more service connections of any type: temporary, seasonal, or full year. To classify any public water system with homes, mobile homes, housing, apartments, or condominiums as a Transient system, see the "Multiplication Factors Policy (DWP0084)."

1. Based upon an on-site inspection, the DWP determines that there are 10 to 14 service connections. Each living unit (mobile home, apartment or house) is considered a separate service connection. Determining the number of service connections is not limited to connections with "community" population. All connections must be counted and the total must be 14 or less.
2. The water system must provide a site map showing the location of each living unit and or service connection (construction plans, floor plan, tax map, development plan).
3. The water system must supply a signed certification from each head of household attesting to the number of residents currently in each living unit (See Living Unit Population Certification, this policy).
4. The water system must provide a written description of each non-community service connection and the type of population served. This may include a store, restaurant, rental units, office space, recreation center, etc. The DWP will determine the population served at these non-residential connections based upon the information submitted.
5. The DWP validates the information submitted by the water system during an on-site inspection to determine if the system has an actual population below 25. If the population is less than 25, the water system is assigned an "inactive" status. A system that has a transient or non-transient, non-community population in addition to the community population, may remain as an active public water system. However, the system type may be changed from community to transient or non-transient, non-community. The transient or non-transient, non-community connection must be considered when determining the total number of service connections. For example, an 11 unit homeowners association also serves water to a small restaurant. The total number of service connections would be 12. Therefore, they would be eligible to use this policy. If their actual "community" population was less than 25, their status would remain active but their system type would change to Transient. For additional detail, see "Determining Classification and Overall Population Policy (DWP0008).

6. If the actual population increases at the water system, the water system must immediately contact the DWP to be returned to active status or community type. As has been the policy on inactive systems, if a system has been inactive for five or more years, then the source of water serving the system must go through the entire PWS approval process again should the system sometime become active. Failure of a water system to notify the DWP of a population increase to 25 or more will result in enforcement action by the DWP.
7. A payment of \$100.00, payable to Treasurer, State of Maine, is required before this application will be processed.
8. The application must include the following:
 - A site map clearly identifying each service connection.
 - A signed certification from each residential connection indicating the number of residents.
 - A description of the population served at each non-residential connection if applicable.
 - Payment of \$100.00 made out to Treasurer, State of Maine

ASSOCIATED DOCUMENTS:


- Multiplication Factors Policy (DWP0084)
- Determining Classification and Overall Population Policy (DWP0008)

SUPERCEDED DOCUMENTS: None

RETENTION:

This document is retained per the DWP Record Retention Schedules.

REVISION LOG

Section	Page	Rev.	Date	Description Of Change	Approved by:
		Original	7/20/05		Nancy Beardsley
		A	2/15/07		Nancy Beardsley
All	All	B	8/23/12	Annual update and changed to controlled document format. Minor wording changes... core policy is unchanged.	 Nathan Saunders

Living Unit Population Certification

A separate Certification must be completed for each living unit.

Name of water system: _____ **PWSID#:** _____

Name of living unit (apartment #, street address – must correspond to information provided on site map): _____

Name of Head of Household: _____

Number of individuals residing in this living unit: _____

I herby certify that the information listed above is accurate.

Signature of Head of Household

Date

Maine law makes it illegal for persons applying for a Departmental permit to make false statements upon an application with the intent to deceive department officials in the course of their official duties, or to create a false impression in a written application for pecuniary or other benefit. Unsworn Falsification is a Class D misdemeanor offense punishable by up to 364 days incarceration, a fine of up to \$2,000, or both.